CHAPTER 9

CATCHING THE HAZARDS THAT ESCAPE CONTROLS

INTRODUCTION

In the ideal safety and health scenario the employer knows precisely the hazards and potential hazards and potential hazards to which employees could be exposed and has designed a perfect system of prevention and control. In real life some hazards may escape detection during the inventory process. Others have a way of slipping out of the controls set up to protect workers. You need ways to catch these hazards and get them controlled, or better controlled, before anyone gets hurt.

OSHA's Safety and Health Program Management Guidelines recommend a complete worksite analysis to provide the basis for hazard prevention and control. This analysis includes identifying all hazards and potential hazards through comprehensive surveys, change analysis and routine hazard analysis; regular site inspections; employee reports of hazards; accident and near miss investigations; and analysis of injury and illness trends over time.

We addressed comprehensive surveys, change analysis and routine hazard analysis in Chapter 7. In this chapter we will cover:

     ✓   Regular site inspections,

     ✓   Employee reports of hazards,

     ✓   Accident and near miss investigations, and

     ✓   Analysis of trends of illnesses and injury.

These four tools help fill in any possible gaps left by the measure described in Chapter 7. At the same time, they help in the rapid discovery and correction of hazards for which controls have failed at least temporarily. These tools also contribute to the "foolproofing" that attempts to keep human error from causing or allowing controls to fail.

REGULAR SITE INSPECTIONS

Inspections are the best understood and most frequently used tool of worksite analysis. Much has been written about them and many inspection checklists are available in other publications. In this chapter, we will consider some aspects of inspections that are frequently not covered in other publications.

What Do We Mean By Regular Site Inspections? The term inspection refers to looking closely at something to see if it meets requirements. At your worksite, several kinds of inspections probably are done, some of them at fixed intervals. In the OSHA Guidelines for Safety and Health Program Management, the term "regular site inspections" means a general inspection of every part of the worksite to locate any hazards that need correction. This includes routine industrial hygiene monitoring and sampling.

Inspection Frequency. The regular site inspection is done at specified intervals. We recommend that medium and large fixed worksites be inspected completely at least every quarter, with some part of the inspection occuring each month. Site inspections should be done at least weekly for construction sites because of the rapidly changing nature of the site and its hazards.

At small fixed worksites the entire site should be inspected at one time. And even for the smallest worksite, inspections should be done at least quarterly. Inspections should be done more often if the small worksite uses hazardous materials or involves hazardous procedures or conditions that change frequently.

What Should Be Inspected? A methodical inspection will follow a checklist based on the inventory of hazards and the preventive actions and controls designed to reduce or eliminate worker exposure. Regular site inspections should be designed to check each one of those controls to make sure that hazards are contained. Some suggested broad areas for inspection are listed in Appendix 9-1. Additional inspection criteria can be found in the Small Business Handbook distributed by the Wisconsin Safety Consultation program.

Many hazards can be controlled by engineering. Examples of engineering controls are the guards placed on equipment to prevent hand or body contact with tools or machinery that can cut or pinch body parts or catch clothing, hair or body parts and pull them into the machinery. These guards should be checked during inspections to make sure they are in good working order and remain in place during operations. Another example of an engineering control of hazards is the ventilation system that carries away air contaminants. The velocity of the ventilation system should be checked periodically. Depending on the risk of the contaminant controlled, periodic air sampling may also be needed.

You also can control hazards with specifically designed work practices and procedures. An example is the precautions taken by a production equipment operator when restarting after a jam. The inspector should keep an eye out for any unauthorized modifications of these work practices.

Still another way to control hazards, when engineering controls are ineffective or impractical, is through personal protective equipment (PPE). Meat cutters, for example, should wear protective mesh gloves. Many varied types of worksites require safety glasses or hearing protection devices in designated areas. The inspector will want to examine the equipment to ensure its good condition. Just as important, the inspector should see whether employees are wearing required PPE and whether the equipment is being worn appropriately. This includes, for example, stopping workers who have placed disposable hearing protection only part way into their ears and have left most of the plug protruding. The inspector will insist that the PPE be worn as intended.

Who Should Inspect?   Ideally, medium and large worksites will have more than one type of regular site inspections.

Supervisors. Many employers make it the supervisor's responsibility to inspect the work area on an ongoing basis to ensure that equipment and personnel are ready to work safely. This can be particularly helpful when other shifts use the same area and equipment or when after-hours maintenance and cleaning are routinely done. Supervisors' inspections of their own

areas should not substitute, however, for the broad general inspection recommended in the OSHA Guidelines. There are two reasons for this:

- Those who work in an area can start "not seeing" things that they get used to. It is always good to have cross-inspections where supervisors or employees from one area look at another area.

- A general site inspection will encompass areas not assigned to individual supervisors, for example, outdoor and other common areas.

Employees. Involve employees in the safety and health program, in both identification and resolution. (See Chapter 4). One way to do this is to have the employee committee or the joint employee-management committee conduct routine inspections. By employing this method, you:
- Expand the number of people doing inspections, and therefore, improve the odds of finding hazards; and

- Increase employee awareness of hazards and the safety and health program.

Safety and Health Staff. It is most common and most logical for the staff personnel who specialize in safety and health to conduct the inspections. Even when other employees conduct inspections it is also wise also to involve the specialists. In a small business, the specialist may be the Human Resources Director or another member of management with many important duties in addition to safety and health. By having the safety and health staffer conduct inspections you:

- Keep the person responsible for safety and health in touch with the successes and/or problems in the hazard prevention and control program and

- Use your greatest in-house source of expertise.

<u>What Training Should Inspectors Have?</u>

Employees. All employees should understand the potential hazards to which they might be exposed and the ways they can protect themselves and their fellow workers. (See Chapter 11.) Those who are involved in inspections need training in recognizing and controlling all the potential hazards of the worksite. They will also need written guidance, tips for inspecting and some on-the-job training by safety and health staff or other specialists.

Supervisors. All supervisors should have training in the hazards that workers under their supervision are likely to encounter plus training in how to control these hazards. (See Chapter 11.) When they are responsible for area inspections, supervisors also should have specific training in how to inspect. Formal course work may not be necessary, but the training should be provided by someone who is knowledgeable.

WRITTEN INSPECTIONS REPORTS

In all but the smallest and least dangerous of workplaces, written inspection reports are necessary to record the hazards discovered, responsibility assigned for correction and tracking of correction to completion. Having a written record will help ensure:

- Assignment of responsibility for hazard correction,

- Tracking of correction to completion,

- Identification of problems in the controls system when the same type of hazards keep appearing even after correction is verified,

- Identification of problems in the accountability system and

- Identification of hazards for which no prevention or control has been planned.

Of course, having such written records will be most helpful if they are read by someone knowledgeable in the safety and health program. This person then can provide top managers with summaries of problems.

TRACKING CORRECTIONS OF HAZARDS

Tracking of hazards correction is covered in more detail in Chapter 8. What we wish to emphasize here is that the success or failure of inspections will be determined by the quality of follow-up. If correction cannot be accomplished immediately after the discovery of a hazard, the inspection report should include whatever interim protective measures have been taken and should not be considered closed until the final correction has been made. A written tracking system will improve your inspection program. The best tracking system is written right into your inspection report form. For examples of integrating correction tracking into hazard report forms, see Appendix 9-3.

Important things to remember about regular site inspections and follow-up:

- These inspections should cover every part of the worksite;

- They should be done at regular intervals, with frequency depending upon the size of the worksite and the nature of the hazards;

- In-house inspectors should be trained to recognize hazards and to bring fresh vision to work areas being examined;

- Found hazards must be tracked to correction; and

- Information from inspections should be used to expand the inventory of hazards and/or improve the hazard prevention and control program.

EMPLOYEE REPORTS OF HAZARDS

Employees play a key role in helping you discover and control the hazards that may develop -- or that already exist -- in your workplace. They have a unique and valuable perspective on procedures and conditions.

A reliable system for employee reporting is an important element of an effective safety and health management program. Such a system is characterized by:

- A genuine company or worksite policy that is consistent with other policies and that encourages employees to report their concerns about safety and health conditions or possible hazards in work practices,

- Timely and appropriate responses to the reporting employee,

- Timely and appropriate action where valid concern exists,

- Tracking of any required hazard correction and

- Protection of reporting employees from official and unofficial harassment.

COMPANY POLICY

You have decided what your policy will be concerning employee reporting. The next step is to ensure that all employees understand the policy. Further, they need to be made aware that the policy is genuine. In larger worksites the policy should be typed and placed on bulletin boards, distributed to all employees and discussed in weekly or monthly safety meetings. In the smallest worksites it may be sufficient to gather every one together, go over the policy and then invite discussion or questions. You will know that you have done enough when every employee, when asked, can tell you what the policy is.

The written policy is a good place to affirm your attention to protect employees from harassment or reprisal or any kind. See the policy example in Appendix 9-2.

TIMELY AND APPROPRIATE RESPONSE AND ACTION

Having employees report hazards will not work if they cannot see reasonable results in a reasonable amount of time. You can give your employee a preliminary response when extra time is needed to analyze a reported hazard. Many larger workplaces assign special maintenance codes to work orders that involve safety or health. The code requires the maintenance supervisor to give that work a higher priority. When complete correction of a hazard requires ordering parts or materials and a wait of several months, give your employees status updates from time to time. You will be sending a message that the concern has not been forgotten.

Important: When the preferred corrective measures cannot be accomplished immediately it is your responsibility to provide interim protection to your workers. You must take whatever steps may be feasible to temporarily eliminate or control the hazards.

Results must not only be timely but must also alleviate the employee's concern. If management decides that no hazard exists the reason behind that judgement should be thoroughly explained to the reporting employee. Care should be taken to express gratitude for the employee's erring on the side of safety and health. It is better to have some non-hazards reported than to overlook even one real hazard because a worker believed that management would not respond.

If you are uncertain whether the reported practice or condition in hazardous, further checking needs to be done. If a good description can be given over the phone, or photographs or drawings made that reveal the situation, you can contact the federally funded, state-run consultation service. If your employee has discovered a real hazard, the action that you take to correct it should be appropriate and swift.

TRACKING HAZARD CORRECTIONS

Each valid hazard identified through employee reports of hazards should be tracked to complete correction. Hazards that are quickly corrected may not present a problem for long-term

tracking, but a record of the correction will help in determining where management systems have broken down should the same hazard reappear. Different management measures may be needed for hazards that do not stay corrected, as contrasted with those that do not get corrected. For hazards that require complicated or time-consuming corrections, a system of tracking is needed to make sure that the final correction is not forgotten. Additionally, tracking long-term hazard correction enables management to keep the reporting employee better informed.

PROTECTION FROM HARASSMENT

It is important that employees know that reporting a hazard will not result in any official or unofficial harassment or reprisal from management, individual supervisors or co-workers. The policy on employee hazard reporting should make this clear. In addition, there are several steps you can take to help ensure that harassment is never considered:

- Avoid performance evaluations that rate supervisors negatively for submitting reports of hazards by employees in their areas as long as they are responding appropriately to the reports.

- Separate employee reports of hazards from the disciplinary system. For example, avoid placing policy statements dealing with these two subjects close together on a bulleting board or in sequence in an employee handbook. Such physical proximity can give the impression that one employee can get another in trouble by reporting him or her for hazardous practices.

- Approach all discussion and written descriptions of employee reporting of hazards as a group effort to keep the worksite safe and healthful. Emphasize the positive.

- Emphasize the responsibility that employees have for co-workers' safety and health as well as for their own. The safety and health of individual employees is everyone's business.

- If you discover a case of harassment for reporting a hazard, enforce your policy clearly and emphatically.

REPORTING SYSTEMS

There are several ways that employees can report hazards. The most common are verbal reports to supervisors, suggestion programs, a hazard card program, maintenance work orders and written forms that provide for anonymity. Many larger worksites will use a combination of some or all of these systems.

Verbal Reports. At every worksite employees should be able to report hazards to their supervisors. When the supervisor is properly trained and accepts responsibility for the safety and health of the workers under supervision, informal oral reporting can occur naturally. When

an employee's concerns appear valid, the supervisor has the responsibility to either correct the hazard by contacting maintenance or ask for assistance from the safety department.

Most worksites encourage this type of reporting. Used alone, however, it does not provide for hazard correction tracking. Nor does it enable you to look for trends and patterns. And it

provides little protection from supervisors who may not be sufficiently concerned about health and safety.

At very small worksites, where "everybody knows everything," this verbal system may be all that is needed. We recommend, however, that you at least adopt a simple written system where the supervisor makes a short report of each hazard reported and the action taken. See Appendix 9-3 for suggested reporting forms.

Suggestion Programs. The most frequently used type of written system is a program where employees are encouraged to make safety and health suggestions. This is a very positive approach. Not only does it provide for reporting unsafe conditions and acts but it also encouragesemployees to come up with imaginative new ways of doing things safety and healthfully. If a suggestions program is used for hazard reporting, however, management must be sure that collection points are checked several times a day and that suggestions are read at the time of collection. This will ensure that identified hazards get corrected in a timely manner.

If the suggestion program is the sole means of reporting hazards or the only written system, management must encourage employees to use the system for all types of hazards reporting and not just for ideas in the "would be nicer if" category.

A Hazard Card Program. Many medium and large worksites develop or purchase a program for employee hazard reporting. One such program includes a format for training employees in basic hazard recognition. It uses cards on which employees jot down unsafe conditions and practices. These cards usually are turned in to the safety department for checking and tracking of any valid hazard correction.

Some workplaces give awards for the highest number of cards with valid concerns turned in over a specific period of time. Others have set quotas for number of cards turned in. The success of these special uses seems to depend upon the "culture" of the worksite.

Maintenance Work Orders. Maintenance usually will have to be called to make the correction of unsafe conditions. Some companies give every employee the right to fill out a maintenance work order. Others allow employees to fill them out but require supervisory sign-off before orders are sent to the maintenance department.

This system for employee hazard reporting should be used only if there is a special high priority safety and health code for maintenance work orders. With such a code, the maintenance supervisor is required to give hazard correction work orders higher priority than maintenance for production improvement only. Copies of coded work orders should be carried immediately to the Safety Department (or person responsible for safety and/or health) so that correction tracking can begin. This special code also helps your safety and health staff look for patterns that may become apparent over time and that call for closer scrutiny of conditions or practices.

The work order system for employee reporting of hazards is not sufficient if used alone. While it can lead to correction of hazardous conditions, it cannot correct hazardous practices. And

this system is not useful for encouraging imaginative new approaches to improving conditions and procedures.

Written Forms. Some of the systems described above involve the use of forms. The best written system for your worksite may be one that you devise especially for employee reports of hazards. You can allow for anonymity, when desired, by not requiring the reporting employee to either sign the form or give the completed form to the supervisor. You can post your response

to an anonymous report on a bulletin board in the area mentioned in the report. For worksheets useful in developing this form, see Appendix 9-3. You can use Example #1 as a two-part form, or you can use just the bottom half as the supervisor's form to document verbal reports of hazards.

For all the reporting systems discussed above, some variations will work better for your site than others. The important points to remember are:

- have a policy that encourages employee reports of hazards,
- make this policy well known and understood,
- protect reporting employees from harassment,
- respond in an appropriate and timely manner,
- track all hazards to correction, and
- use the information you obtain about hazards to revise your hazard inventory and/or to improve your hazard prevention program.

ACCIDENT/INCIDENT INVESTIGATION

The National Safety Council defines "accident" as "an unplanned, undesired event that results in personal injury or property damage." It defines "incident" as "an unplanned, undesired event that adversely affects completion of a task."

Accident/Incident investigation is another tool for uncovering hazards that either were missed earlier or have managed to slip out of the controls planned for them. It is useful only when done with the aim of discovering every contributing factor to the accident/incident in order to "foolproof" the condition and/or activity and prevent future occurrences. In other words, your objective is to identify root causes.

What Should Be Investigated? Since all accidents result in property damage or personal injury, they should be investigated to determine the contributing causes and actions needed to prevent future occurrences. Since incidents could result in property damage or personal injury, these also should be investigated. "Near misses" fall into this latter category. This term describes incidents where no property was damaged and no personal injury sustained, but where given a slight shift in time or position, damage and/or injury easily could have occurred.

Who Should Investigate? The usual investigator for all incidents is the supervisor in charge of the involved area and/or activity. At a minimum, the safety department or the person in charge of safety and health should review these investigations and provide for another level of investigation when:

- The incident had very serious results,
- The nature of the incident is very complex,
- The incident involved more than one supervisor's responsibilities and/or
- The initial investigation did not clearly establish a full range of contributing factors and/or preventive actions.

Many companies use a team or a subcommittee of the joint employee-management committee to investigate incidents involving serious injury or extensive property damage. This may supplant the supervisor's investigation or may serve as a second-level investigation. When a team or committee investigates, the team leader or chairperson must have enough authority and status in the organization to do whatever is needed.

Training for incident investigation. No one should investigate incidents without appropriate accident investigation training. Many safety and health consultants and professional

organizations provide this type of training. Before you commit resources to training, you might want to check the course contents against the information found in the National Safety Council's pamphlet, "Accident Investigation...A New Approach." After your investigators have received training, you should follow up by checking investigative reports to see if the training is being put to good use.

Results Desired. The investigation report, regardless of length or style of presentation, should document the full range of facts. The report should include thorough interviews of everyone with a any knowledge of the incident. Six key questions should be answered: WHO, WHAT, WHEN, WHERE, WHY and HOW. Fact should be distinguished from opinion and both should be presented carefully and clearly. A good investigation is likely to reveal several contributing factors and it probably will recommend several preventive actions.

You will want to avoid the trap of laying sole blame on the injured employee. Even if the injured worker accepts blame for making a mistake or not following prescribed procedures, the accident investigator must not be satisfied that all contributing causes have been identified. The error made by the employee may not be even the most important contributing cause. The employee who has not followed prescribed procedures may have been encouraged directly or indirectly by a supervisor to "cut corners." The prescribed procedures may not be practical, or even safe, in the eyes of the employee. When engineering redesign might be a better answer, elaborate and difficult procedures sometimes are required. In such cases, management errors -- not employee error -- may be the most important contributing cause.

All supervisors and others who investigate incidents should be held accountable for describing causes carefully and clearly. When reviewing accident investigation reports, the safety department or in-house safety expert should be on the lookout for catch-phrases, for example, "Employee did not plan job properly." While such a statement may suggest an underlying problem with this worker, it is not conducive to identifying all possible causes, preventions and controls. Certainly, it is too late to plan a job when the employee is about to do it. Further, it is unlikely that safe work will always result when each employee is expected to plan procedures alone.

Recommended preventive actions should make it very difficult, if not impossible, for the incident to recur. The investigative report should list all the ways to "foolproof" the condition or activity. Considerations of cost or engineering should not enter at this stage. Top management should have the benefit of the investigator's complete thinking before making decisions about prevention. Some recommended actions will be accomplished immediately. Others may take time, planning and capital expenditure.

Use of Accident Investigation. The primary purpose of accident investigations is to prevent future occurrences. Beyond this immediate use, the information obtained through the investigation should be used to update and revise the inventory of hazards and/or the program for hazard prevention and control.

ANALYSIS OF PATTERNS

OSHA'S Safety and Health Program Management Guidelines list the analysis of "injury and illness trends over time so that patterns with common causes can be identified and prevented," as the last action under Worksite Analysis. A review of OSHA illness and injury logs is the most common form of pattern analysis. These logs are not, however, the only useful source of such information. Any records of hazards can be analyzed for patterns. Examples are inspection records and employee hazard report records.

Pattern Analysis Of The OSHA Log Of Injury And Illness

Period of time covered. A record being analyzed for patterns must contain enough entries to allow patterns to emerge. A worksite with few employees or very little hazardous work may require a review of 3 to 5 years of records. Because a site is small or does little hazardous work does not mean, however, that pattern analysis is useless. Even if an office operation has only one or two injuries each year, a 5-year review may indicate uncontrolled cumulative trauma hazards or lack of attention to tripping hazards. Larger sites will find useful information in yearly, quarterly or monthly reviews.

What to look for. Similar injuries or illnesses indicate a hazard or type of hazard that has not been controlled yet. Diagnostic clues can be traced by noting where the injuries or illnesses occurred, what type of work was being done, the time of day, any similarities or equipment, etc. Injuries need not be identical. They can be, for example, to the same part of the body. Obviously, repetitions of the same type of injury or illness indicate that hazard controls are not working adequately. Any clues that suggest a previously unnoticed connection between several injuries of illnesses is worth further investigation.

Pattern Analysis of Inspection Records and Employee Hazard Reports.

Hazard identification should be occurring more frequently than incidents/accidents. It should be possible, therefore, to uncover patterns in hazard identification records over shorter periods of time than may be needed to analyze patterns in incidents. Repeat hazards, just like repeat injuries, mean that controls are not working. Upgrading a control may be as simple as improving accountability. (Of course, what is simple is not always easy.)

The causes of hazards can be investigated using techniques similar to those developed to find the causes of accidents. The three flow charts in Appendix 9-4 contain the questions to ask and the paths to trace in searching for the causes of hazards.

SUMMARY

Even after you conducted comprehensive hazard surveys, analyzed each workplace change for hazards, routinely analyzed jobs and/or processes for hazards and developed a program of hazard prevention and control, there still will be some hazards in your worksite. These hazards may have been missed, or measures taken may not have been adequate to maintain prevention or control over time.

This chapter has examined additional techniques for learning more about these persistent hazards, their correction and effective and continuing control. Regular site inspection; employee reports of hazards; accident/incident investigations; and analysis of patterns of illness and injury, incidents and hazards will help complete your safety and health program.

APPENDIX 9-1
SUGGESTED INSPECTION INVENTORY
FOR USE IN DEVELOPING
INSPECTION GUIDELINES OR CHECKLISTS [1]

- Environmental factors (such as illumination, dusts, gases, sprays, vapors, fumes, noise, air temperature):

- Hazardous supplies and materials (such as explosives, flammables, acids, caustics, toxic materials or by-products);

- Production and related equipment (such as mills, shapers, presses, borers, lathes, grinders, saws);

- Power source equipment (such as steam and gas engines, electrical motors);

- Electrical equipment (such as switches, fuses, breakers, outlets, cables, extensions and fixture cords, ground connectors, connections);

- Hand tools (such as wrenches, screwdrivers, hammers, chisels, files, power tools);

- Personal protective equipment (such as hard hats, safety glasses, safety shoes, respirators);

- Personal service and first aid facilities (such as drinking fountains, wash basins, soap dispensers, safety showers, eyewash fountains, first aid supplies, stretchers);

- Fire protection and extinguishing equipment (such as alarms, water tanks, sprinklers, standpipes, extinguishers, hydrants, hoses);

- Walkways and roadways (such as ramps, docks, sidewalks, aisles, vehicle ways);

- Elevators, escalators and manlifts:

- Working surfaces (such as ladders, scaffolds, catwalks, platforms, desk heights);

- Materials handling equipment (such as cranes, dollies, conveyors, hoists, forklifts, chains, ropes, slings);

- Transportation equipment (such as bicycles, automobiles, railroad cars, trucks, front-end loaders, helicopters, motorized carts and buggies);

- Warning and signaling devices (such as sirens, crossing and blinker lights, klaxons, warning signs);

- Containers (such as scrap bins, disposal receptacles, carboys, barrels, drums, gas cylinders, solvent cans);

- Storage facilities and areas, both indoor and outdoor (such as bins, racks, lockers, cabinets, shelves, tanks, closets);

- Structural openings (such as windows, doors, stairways, sumps, shafts, pits, floor openings);

- Buildings and structures (such as floors, roofs, walls, fencing); and

- Miscellaneous

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[1] Source: National Safety Council

APPENDIX 9-2

SAMPLE POLICY FOR EMPLOYEE REPORTING OF HAZARDS

Every employee is expected to watch for and to report any possible hazards to employee safety and health. You may make your reports be speaking to your supervisor or by submitting a written report through the (use your company's name for the written hazard reporting system). Make your report immediately or as soon as possible.

No employee, at any level, shall discipline or harass any other employee because of reports made of hazards. Any employee found to have discriminated against another employee for this reason shall be disciplined.

Remember, YOU are needed to help keep this worksite safe and healthful!

_____
(Signature of top manager at worksite)

SUGGESTED FORMS FOR EMPLOYEE REPORTING OF HAZARDS

Example #1 - EMPLOYEE REPORT OF HAZARD

EMPLOYEE REPORT OF HAZARD
Hazard or problem _____ _____ _____
Suggested action _____ _____ _____
EMPLOYEE: COMPLETE THE ABOVE AND GIVE TO SUPERVISOR

Department: _____
    Date: _____
    Hour: _____

Action Taken: _____ _____ _____
SUPERVISOR: COMPLETE AND GIVE TO MANAGER
Department: _____   **Date:** _____
Review/Comments: _____ _____ _____ _____   _____ **Manager's Signature**   **Date**

FOLLOW-UP DOCUMENTATION

(Can be used as part of the preceding form or separately in companies whose employees are not required to put in writing the report of hazard.)

Hazard _____

_____

Possible injury or illness _____

_____

_____

Exposure_____   Frequency_____

Duration _____

Interim Protection Provided _____

_____

Corrective Action Taken _____

_____

_____

Follow-up check made on _____.   Any additional action taken?

_____

_____   _____

Signature of Manager or Supervisor   Date

****

Three month follow-up check made on _____

Is corrective action still in place?   _____   _____
                                              Yes   No

EXAMPLE #2 - REPORT OF SAFETY OR HEALTH PROBLEMS

REPORT OF SAFETY OR HEALTH PROBLEMS

DESCRIPTION OF PROBLEM (INCLUDE EXACT LOCATION, IF POSSIBLE)

_____
_____
_____
_____
_____
_____
_____

NOTE ANY PREVIOUS ATTEMPT TO NOTIFY MANAGEMENT OF THIS PROBLEM AND THE PERSON NOTIFIED

_____
_____
_____
_____

DATE:_____   OPTIONAL: SUBMITTED BY_____

SAFETY DEPARTMENT FINDINGS

_____
_____
_____
_____

ACTIONS TAKEN

_____
_____
_____
_____

SAFETY COMMITTEE REVIEW COMMENTS

_____
_____
_____
_____
_____
_____

ALL ACTIONS COMPLETED BY _____

EXAMPLE #3 - EMPLOYEE REPORT OF HAZARD

I believe that a condition or practice at the following location is a job safety or health hazard.

Is there an immediate threat of death or serious physical harm?   YES _____   NO_____

Provide information that will help locate the hazard, such as building or area of building or the supervisor's name. _____

Describe briefly the hazard you believe exists and the approximate number of employees exposed to it.
_____
_____
_____

If this hazard has been called to anyone's attention, as far as you know, please provide the name of the person or committee notified and the approximate date.
_____
_____
_____
_____
_____

_____

_____
_____

Signature (Optional)

Date

****

Management evaluation of reported hazard. _____
_____
_____
_____
_____
_____
_

Final action taken. _____
_____
_____
_____
_____

All actions completed by. _____ Initials _____

APPENDIX 9-4

HAZARD ANALYSIS FLOW CHARTS

Was there an "unsafe" condition?

- No
- Yes → **Was the condition in existence during the last management inspection?**
  - No
  - Yes → **Was the condition discovered during the inspection?**
    - Yes → **Was it tracked to correction?**
      - Yes → **Analyze systems to discover how it recurred**
      - No → **Improve tracking**
    - No → **Should it have been?**
      - No
      - Yes → **Was it missed due to limited scope of investigation?**
        - Yes → **Was it missed because the inspectors need training in hazard recognition?**
          - No
          - Yes → **Improve inspection procedures**
        - Yes → **Provide hazard recognition training**

Were employees aware of the hazardous condition?

- Yes
- No → **Did anyone report the hazard?**
  - No → **Determine why hazard was not reported, and improve system for employee reporting of hazards, as indicated**
  - Yes → **Was appropriate action taken in a timely manner?**
    - Yes
    - No → **Improve system of response to employee reports of hazards**